



HEATHSIDE

WALTON - ON - THAMES

Head of School Candidate Pack

HEAD OF SCHOOL

Start date: April 2022

Salary: Competitive - Group 7 School

Closing date: Midday on Wednesday 15th September 2021



CONTENTS

LETTER FROM THE CHAIR OF TRUSTEES.....	Page 1
LETTER FROM THE EXECUTIVE PRINCIPAL.....	Page 3
OUR ETHOS.....	Page 5
OUR STAFF.....	Page 6
APPLICATION PROCESS, KEY DATES, HOW TO APPLY	Page 8
JOB SPECIFICATION	Page 9
JOB PROFILE	Page 11
CONTACTS.....	Page 15

DEAR APPLICANT,

Thank you for showing interest in the post of Head of School at Heathside Walton-on-Thames.

Heathside Walton will become a partner school to the highly popular and successful Heathside Weybridge, which is the founding school within ElmWey Learning Trust. As a benchmark, Heathside Weybridge is highly oversubscribed with a solid track record of adding value to pupils, with a strong Progress 8 history.

ElmWey Learning Trust is looking to recruit an individual with the drive, leadership and ambition to reapply the successful ethos of Heathside Weybridge, whilst tailoring approaches as relevant to the specific cohorts expected at Heathside Walton. We are looking for someone who will relish the challenge of taking an already-high bar at Heathside Weybridge, and reapplying the successful approaches to Heathside Walton, to fulfil the ElmWey Learning Trust Vision of delivering excellence in all that we do.

ElmWey Learning Trust is ideally looking for an individual with well-rounded experience across all key areas such as curriculum planning, SEND and Safeguarding. Full support will be provided to continue growing the successful candidate's strengths as jointly identified. ElmWey Learning Trust promotes high quality teaching and learning, and has a strong staff base, with talented, enthusiastic and conscientious teachers and support staff. ElmWey Learning Trust and Heathside Weybridge enjoy a respected position in the local area. We expect the successful candidate to be instrumental in creating a similar position within the Walton on Thames area.

Both the Trustee body and Local Advisory Board are strong and supportive but will also provide robust and constructive challenge when required. Trustees and Advisors are proud of the Trust's academic standards and distinctive, supportive and caring ethos, and will support the successful candidate in replicating this at Heathside Walton.

The construction and opening of the new school necessitates ElmWey Learning Trust to work in close collaboration with a multitude of stakeholders, such as the DfE. The successful candidate will also be expected to work in close collaboration with various stakeholders. In particular, we hope that the Free School will enable further opportunities for staff to move across the Trust and grow.

The Heathside Weybridge website provides insight into that school's values, character, and ethos: newsletters celebrate the wonderful wealth of opportunities staff provide for our pupils. This will hopefully give you a feel for what we are striving to replicate at Heathside Walton.



Clearly seeing Heathside Walton in action is not possible at this time! However, I encourage you to get a feel for the Heathside Weybridge ethos and approach. Therefore, please do contact the Executive Principal's PA to arrange an informal telephone call with the Executive Principal or myself so that you can discuss what we aspire to achieve, and Coronavirus conditions allowing, a pre-application visit.

If you believe that you could contribute to the ongoing long-term success of ElmWey Learning Trust, by becoming the first Head of School for Heathside Walton, then we would be delighted to receive your application. I hope you will formally apply and look forward to meeting you at interview.

Yours sincerely,

Francis Nicholas
CHAIR OF TRUSTEES,
ELMWEY LEARNING TRUST



DEAR APPLICANT,

Thank you for showing an interest in the post of Head of School at Heathside Walton-on-Thames.

The new school is due to open in September 2022 with an admission number of 120 year 7 pupils (four forms of entry)*. This will increase to six forms of entry, 180 year 7 pupils in 2023 and each year thereafter. Whilst the permanent school is being completed the school will operate in temporary accommodation for the first year only. The temporary accommodation is situated on the permanent site, Waterside Drive, Walton-on-Thames and the postcode of which is KT12 2JP.

Once open, the school will operate under the ElmWey Learning Trust which also manages Heathside School Weybridge. This is an exciting opportunity to be able to shape the ethos and vision from the outset and share the benefits of being part of a small trust that will bring; collaborative CPD, shared resources and on-going development.

The school, when full, will be 900 NOR and be housed in a fabulous purpose-built school allowing a first-class education to be offered. The Trust worked closely with the DfE and BAM the contractors from inception through to final design and feel privileged and fortunate to have been able to do so.

The school was agreed, under Wave 11 applications for free schools and granted provision under basic need. The school will meet the need for extra school places in Walton-on-Thames and the Molesey area. In the first year of opening ElmWey Learning Trust will process applications outside the normal local authority process for coordinated school admissions. Subsequent admissions for year 7 September 2023 onwards will be overseen by the local authority, in the normal way.

* This is subject to the signing of the Funding Agreement.

Why Apply?

- The school will be large enough to offer a broad, enriching curriculum but be small enough for every student to be known as an individual, allowing us to meet their needs.
- All students will have the opportunity to participate in enrichment activities, sporting, social and creative afterschool for 60% of the week. The reason being is simple, research shows that students who participate in extra-curricular activities gain many benefits including higher educational achievements, more regularity in class attendance and higher self-confidence. In addition, these activities will also increase leadership and teamwork skills.
- The role will give the autonomy of leading and shaping your own school but also support in a coaching and mentoring capacity from the Executive Principal. In addition, being part of the Trust, you will work alongside the Head of School at Heathside School Weybridge and have the opportunity to focus on ensuring that the teaching and learning, behaviour and standards and community links are outstanding whilst the Trust manages the strategic elements such as finance, HR and IT.
- This really is a special opportunity to lead and shape the growth of the school in first class accommodation and is a unique and exciting one.

There will be many opportunities for the two schools to work closely together for staff, joint CPD, new initiatives and peer reviews and for the students joint ventures in drama, sport and other enrichment opportunities.

If you would like to find out more about this opportunity and new school please visit

www.heathsidewalton.org



Anne Cullum
EXECUTIVE PRINCIPAL
HEATHSIDE SCHOOL



OUR ETHOS

*Heathside Walton-on-Thames' ethos is clear and shared by all.
It is to...*

Offer a welcoming, secure, positive and challenging learning environment.

Promote respect, understanding and acceptance of diversity.

Raise aspirations, encouraging and supporting everyone in their personal endeavours.

Provide opportunities to develop self-esteem, self-confidence and resilience.

Promote positive well-being and support those who need it.

Contribute positively to the local community and beyond.



OUR STAFF

Staff will have the benefit of working in first class accommodation and the support of the Trust means that they can focus on their core business – consistently delivering a high standard of teaching every lesson

- Opportunities will exist for all staff, whatever their level of experience, as the school grows, to take on additional responsibilities of a whole school or Trust role so that they have a clear progression route.
- NQTs, after completing their training will have the opportunity, if appropriate, to have the experience of working both of the Trust's secondary schools. Indeed, all staff employed will be contracted to the Trust and may be deployed accordingly. All NQTs benefit from a mentoring a coaching programme throughout their qualifying period.
- New staff have a two day induction programme which, in the year of Heathside Walton-on Thames opening will be held at Heathside Weybridge.
- The Trust takes the wellbeing of its pupils and staff seriously and regular pupil and staff consultation will feed into whole school initiatives
- Directed time will be planned carefully and calendared so that demands on staff are balanced and reasonable
- CPD will run across the Trust enabling the sharing of good practice, shared resources and peer reviews



We will offer a broad and balanced curriculum which not only allows our students to excel academically, but also to successfully prepare for the challenges they will face when they leave us; albeit further education or the workplace. Many of our students will continue their education in the Sixth Form at Heathside Weybridge.

We wish our students to leave Heathside Walton as well-rounded, caring young people who have a life-long love of learning, a wish to give back to the community and the resiliency to cope successfully with their next steps.



APPLICATION PROCESS

Thank you for your interest in this post. Please find the following documents included in the candidate pack:

- Job Profile
- Person Specification
- Application Form
- Recruitment Monitoring Form (part of application form and completion is optional)

Additional information about our School can be found on [our website](#)

KEY DATES

Closing date for applications is Midday on Wednesday 15th September 2021 .

You are welcome to visit our partner school Heathside Weybridge prior to applying also run by the ElmWey Learning Trust. In addition, if you would also like to discuss the role further, please make an appointment to arrange a Team's call with the Executive Principal, Anne Cullum, via the Executive Principal's P.A. Mrs Parrish - email: jparrish@heathside.surrey.sch.uk

It is anticipated that shortlisting will be finalised by September 17th and successful candidates invited for interview, for a two day process, on Monday 20th and Wednesday 22nd September 2021.

References will be taken up prior to interview. Please provide an email address for your referees and ensure that they are expecting a request.

TO APPLY:

Please complete the school application form ensuring that all sections are completed. In addition to the completed application form, you should include a personal statement, addressed to the Executive Principal, explaining how your experience and skills to date meet the job profile and person specification, you should also clearly state your attraction to this Head of School role and Heathside Walton-on-Thames. The completed statement should be no more than two sides of A4. CVs will not be accepted.

The application and statement should be sent to jobapplications@heathside.surrey.sch.uk

Prior to being offered employment the successful candidate will be required to produce an Enhanced DBS with Children's Barred List check and receive health clearance from our occupational health advisors.



Heathside Walton-on-Thames

Head of School Person Specification

This Person Specification reflects and references the DfE Headteachers Standards 2020.

	E = Essential D = Desirable
Qualifications	
Honours degree level qualification	E
QTS	E
NPQH	D
Evidence of appropriate CPD	E
Current safer recruitment training	D
Current Child Protection qualification	D
Vision and Strategy	
Vision aligned with that of ElmWey Learning Trust and that of Heathside Walton-on-Thames specifically	E
Clear vision and understanding of how to provide a knowledge rich education to children in the Walton and Molesey communities and those the school serves	E
Knowledge	
Governance structure and operation	E
Safeguarding requirements and systems	E
School performance measures and tracking systems	E
School pastoral and SEN support systems	E
Staff appraisal systems	E
Curriculum requirements (statutory) and planning	E
Current learning and teaching quality performance measures	E
School funding processes and financial systems	D
Timetable and Curriculum Planning	D
Academy Trust structure and operation	D
School admissions processes	D
National developments and priorities in education	E
Qualities	
Ambition, drive and determination to ensure the School is outstanding	E
Genuine passion and a belief in the potential of every student	E
Strong work ethic but also able to model work life balance	E
A Team player – we before me	E
Excellent leadership skills to build and develop effective teams, delegating where appropriate, holding to account and delivering on objectives	E

Absolute commitment to delivering an outstanding education for all pupils	E
Strong personal commitment to supporting the aims of the Trust	E
Excellent communicator, capable of inspiring and engaging all stakeholder groups including pupils, parents/carers, staff, Local Advisors/Trustees and other local groups	E
Excellent organisational skills	E
Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance	E
Ability to use data to inform strategy and diagnose weaknesses that need addressing	E
Flexibility and adaptability to meet unexpected challenges	E
Be able to use reflection to learn from experiences	D
Takes responsibility for own actions	D
Be able to use humour and empathy appropriately	E
Maintain a positive, supportive approach even when under pressure	E
Commitment to the safeguarding and welfare of all pupils	E
Uphold the Nolan Principles; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.	E
Experience	
Significant senior leadership experience at Deputy Head/Vice Principal level or higher	E
Track record of excellent leadership	E
Active membership of Governing Body and Governing Body Committees	E
Proven record of proposing and delivering school improvement initiatives	E
Proven record of raising pupil achievement (progress and attainment)	E
Proven record of raising the quality of teaching	E
Line management of substantial curriculum areas	E
Management of student behaviour and ethos	E
Line management of staff: driving staff development	E
Line management of staff: addressing underperformance	E
Proven record of effective engagement with parents/carers	E
Creation and development of successful partnerships with community groups	D

Heathside School Walton-on-Thames

Job Profile - Head of School

Job Title	Head of School	Pay Scale	Negotiable depending on experience
Line Manager	Executive Principal	FTE	Full time

JOB PURPOSE

This Job Profile reflects and references the DfE Headteachers Standards 2020.

The Trust is seeking a Head of School who will lay the foundations for and open this academically ambitious free school ensuring high quality education for all its pupils and excellent standards of learning and achievement.

Ethics and Behaviour:

- build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to this professional position
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- uphold fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit the position, pupils' vulnerability or might lead pupils to break the law

As the leader of Heathside Walton School's Community and profession:

- serve in the best interests of Heathside Walton-on Thames' school's pupils
- conduct yourself in a manner compatible with this influential position in society by behaving ethically, fulfilling the professional responsibilities, and modelling the behaviour of a good citizen
- uphold the obligation to give account and accept responsibility
- know, understand, and act within the statutory framework which sets out your professional duties and responsibilities
- take responsibility for your own continued professional development, engaging critically with educational research
- make a positive contribution to the wider education system

KEY ACCOUNTABILITIES

School Culture:

- serve as an ambassador for the Trust and the school
- establish and strengthen Heathside Walton-on Thames' school's vision and ethos in partnership with the Local Advisory Board (LAB) and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promote positive and respectful relationships across the school community and a safe, orderly, and inclusive environment
- ensure a culture of high staff professionalism, modelling and maintaining high standards of conduct and behaviour

Teaching:

- develop a safe, healthy and purposeful environment in which to learn and work
- establish and sustain high-quality, expert teaching across all subjects, built on an evidence-informed understanding of effective practice and how pupils learn
- ensure that effective strategies are in place, closely monitored and reviewed, to continue to rapidly close the gap for disadvantaged students and other vulnerable groups
- ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure effective use is made of formative assessment to shape and develop the curriculum
- ensure that a rigorous assessment system is in place to track pupil progress

Curriculum and Assessment:

- ensure that the planned broad, structured, and coherent curriculum entitlement which sets out the knowledge, skills, and values, is implemented effectively and the impact monitored
- establish effective curricular leadership, developing Subject Leaders and Curriculum Area Managers with high levels of relevant expertise with access to professional networks and communities
- ensure that all pupils develop their reading through the provision of evidence-informed approaches engendering a real love of reading
- ensure valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum and to track pupils' progress
- provide varied and wide-ranging extracurricular opportunities with high pupil engagement to nurture pupils' sporting and creative talents, engagement and leadership opportunities

Behaviour:

- establish and sustain high expectations of behaviour for all pupils and staff, built upon relationships of mutual respect, rules and routines, which are understood clearly by all
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour

- ensure that adults within the school model and teach the language and behaviours of a good citizen, ensuring pupils can interact positively beyond school both in the community and later in further education and the workplace

Additional and Special Educational Needs and Disabilities:

- ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure the school fulfils its statutory duties with regard to the SEND code of practice

Professional Development:

- attract, recruit, and retain well qualified, dedicated staff who are prepared to go the extra mile
- ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team, and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
- ensure all staff are well supported and can see a clear career progression path

Organisational Management:

- Recruit 120 pupils for Year 7 admission at opening in 2022
- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately in line with the School's Development Plan, ensuring efficiency, effectiveness and probity in the use of public funds
- ensure staff are deployed and managed well with due attention paid to workload
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing, and mitigating risk
- join the wider Trust team in planning and overseeing any works to the new school premises

Continuous School Improvement:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit the school's effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time


Working in Partnership:

- develop productive liaison with Heathside Weybridge for the benefit of both pupils and staff
- manage relationships with all key stakeholders including governors, the LA and the DfE
- forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- manage relationships with other key stakeholders for example, the LA and the DfE

Governance and Accountability:

- understand and welcome the role of effective governance, upholding the obligation to give account and accept responsibility
- establish and sustain a professional working relationship with the Local Advisory Board to ensure robust operational systems are in place that support the school's efficient and effective functioning
- ensure that staff know and understand their professional responsibilities and are held to account
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

This Job Profile forms the basis of the Appraisal Scheme at Heathside Walton-on Thames and may be reviewed at any time with the Executive Principal.



Heathside School
Brooklands Lane
Weybridge
Surrey
KT13 8UZ

www.heathside.surrey.sch.uk
01932 846162